



RETURN OF UNEARNED TUITION ASSISTANCE (TA) FUNDS POLICY

In compliance with the DOD MOU, the return of any TA program funds will be returned directly to the Military Department, not to the Service member. The requirement to return unearned TA funds applies to the TA portion only. Any calculation performed by the institution will consider only TA program funds. Any *refund to the student* calculations will occur subsequent to calculating *the return to the government*.

For the three types of calendars used by CIU, the return of TA funds are scheduled as follows:

16-Week Courses – drop or withdrawal submitted:

before or during week 1 = 100% return

during weeks 2-3 = 50% return

during weeks 4-16 = no return

8-Week Courses – drop or withdrawal submitted:

before or during week 1 = 100% return

during week 2 = 50% return

during weeks 3-8 = no return

6-Week Courses – drop or withdrawal submitted:

before or during week 1 = 100% return

during weeks 2-6 = no return